



Visual Materials Reproduction Request Form

The Georgia Archives will consider requests for limited reproduction of material when such copying meets all of the following: 1) can be done without injury to the material; 2) does not violate donor agreements; and 3) conforms to copyright statute.

Name:	
Company/Organization:	
Mailing Address:	
City/State/Zip:	
Tel:	Fax:
Email:	

Purchased by (check one)

☐ Private ☐ Commercial ☐ Nonprofit

Purchased for (check one)

☐ Personal Use ☐ Publication ☐ Exhibition/display
☐ Research ☐ Thesis/dissertation ☐ Broadcast/film/video
☐ Website ☐ Electronic publication ☐ Advertising
☐ Other: _____

Statement of Intended Use

1 The Georgia Archives provides scans of images in its visual holdings at a cost of \$6 per scan. Scans of materials from the Large Print Collection are \$10 per scan. Scans are provided on a CD. There is no charge for the CD.

2 Check mail or pick up:

☐ Mail in state \$ 3
☐ Mail out-of-state \$ 5
☐ Pick up at Customer Service Desk, Georgia Archives no charge

3 Complete your order on page 2. Make your check or money order payable to the Georgia Archives.

Return all parts of this form along with your remittance to

Visual Materials Reference
Georgia Archives
5800 Jonesboro Road
Morrow, GA 30260

Image #	JPG or TIF	Desired Image Dimensions (5x7, 8x10, etc.)	Cost

For Staff Use Only				Subtotal	
Date Order Received:		Order Taken By:		Postage	
Receipt Number:		Amount Paid:		TOTAL	
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order					
Scanned by:		Date order sent/picked up:			

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

If you wish to exhibit or to publish, in print or on a website, you must request permission from the Georgia Archives.

For permission, please write or e-mail:

Steve Engerrand
Georgia Archives
5800 Jonesboro Road
Morrow, GA 30260
sengerrand@sos.state.ga.us.

I have read the above conditions and requirements and agree to assume all responsibility for any infraction of copyright regulation. I also agree to hold blameless the Georgia Archives and its agents, representatives, and employees in connection with any legal action that may arise as a consequence of the scanned or digital print reproduction.

Signature: _____

Date: _____